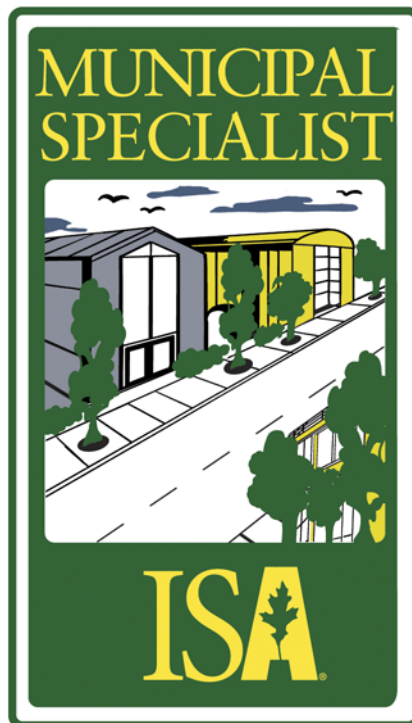


CERTIFIED ARBORIST/ MUNICIPAL SPECIALIST PROGRAM



International Society of Arboriculture

Post Office Box 3129
Champaign, IL 61826-3129
phone (217) 355-9411
fax (217) 355-9516
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www.isa-arbor.com

September 21, 2006 KN

I. THE PROGRAM

Municipal Specialist certification is a *voluntary* advanced certification program providing recognition of one's professional knowledge by one's peers. The International Society of Arboriculture (ISA) Municipal Specialist recognition is given by ISA in cooperation with the Society of Municipal Arborists (SMA) to those who (1) meet the eligibility requirements for admission to the examination as set forth in this application, (2) successfully complete the examination, and (3) maintain the necessary number of continuing education units to recertify within the recertification period.

Program Objectives

The objectives of the Municipal Specialist program are

- to be an educational program that will improve technical competency in managing the establishment and maintenance of community trees.
- to create incentives for these individuals to continue their professional development.
- to provide the public and those in government with a means to identify those professionals who have demonstrated, through a professionally developed exam and education program, that they have a thorough knowledge of establishing and maintaining trees in a community.

Program Benefits

The benefits of the program include the following:

- Certification builds an individual's self-image. By studying for and passing the exam, individuals reaffirm to themselves and their peers a thorough knowledge and dedication to arboriculture.
- Certification affords the public and those in government the opportunity to make an informed selection of services based on knowledge, which is represented by the certification designation.
- The process of obtaining an advanced credential and maintaining the designation provides incentives to the individual to continue his or her ongoing professional development.
- Certification is a tool to help the employer both in training personnel and selecting new employees.

II. CONTENT OF THE EXAMINATION

The examination will be weighted in the following manner:

Communication Skills	10%
Public Relations/Education	20%
Administration	20%
Risk Management	10%
Arboricultural Practices	25%
Policy/Planning	15%

Municipal Specialist Study Guide

The study guide is currently under development. The following references could be considered for review:

- ANSI Z60.1, American Nursery and Landscape Association Web site, www.anla.org
- Arboriculture and the Law (Victor D. Merullo and Michael J. Valentine)
- Arboriculture: Integrated Management of Landscape Trees, Shrubs, and Vines, 4th Edition (Richard W. Harris, James R. Clark, and Nelda P. Matheny)
- Body Language of Trees: A Handbook for Failure Analysis (Claus Mattheck and Helge Breloer)
- Illustrated Guide to Pruning, 2nd edition (Edward F. Gilman)
- Photographic Guide to the Evaluation of Hazard Trees in Urban Areas, 2nd edition (Nelda P. Matheny and James R. Clark)
- Plant Health Care for Woody Ornamentals (John Lloyd, editor)
- Principles and Practice of Planting Trees and Shrubs (Gary W. Watson and Eugene B. Himelick)
- Reducing Infrastructure Damage by Tree Roots: A Compendium of Strategies (Laurence R. Costello and Katherine S. Jones)
- This Is PR: The Realities of Public Relations (Doug Newsom, Judy VanSlyke Turk, and Dean Kruckeberg)
- Tree and Shrub Fertilization: Proceedings from an International Conference (Alan Siewert et al., editors)
- Trees and Building Sites Conference Proceedings (Gary W. Watson and Dan Neely, editors)
- Trees and Development: A Technical Guide to Preservation of Trees During Land Development (Nelda P. Matheny and James R. Clark)
- Urban Forestry: Planning and Managing Urban Greenspaces, 2nd edition (Robert W. Miller)
- Urban Soils: Applications and Practices (Philip J. Craul)

Most of these publications are available for purchase from ISA. Call 888-ISA-TREE or order online at www.isa-arbor.com.

How the Examination Was Developed

The municipal certification examination was developed by a panel of experts from the Society of Municipal Arborists. Questions were derived from a job analysis survey filled out by municipal arborists from around the United States and Canada. Questions are constantly analyzed by the Municipal Test Committee using the latest test statistics, and new questions are always being developed. Questions that do not perform satisfactorily are removed from the question bank. New examinations are created on a regular basis, by selecting 100 questions out of the question bank.

The Format of the Examination

The municipal certification examination consists of 100 multiple-choice questions. Each question has four choices listed as answers, only one of which is correct. The answer to each question can be derived independently of the answer to any other question.

When trees are referred to on the exam, both scientific and common names are given.

Candidates will have two hours to complete the examination.

Passing Scores on the Examination

To pass the examination, candidates must achieve an overall score of at least 70 percent.

Attainment of Certification

If the overall passing score is achieved, the candidate will be considered an ISA Certified Arborist/Municipal Specialist and will receive a certificate, an ID card, an advertising logo sheet, a hard-hat decal, and a sew-on patch.

If an overall passing score is *not* achieved, the candidate must retake the full exam.

Denial and Revocation of Certification

Certification will be denied or revoked for any of the following reasons:

- falsification of application
- violation of testing procedures
- misrepresentation
- failure to pass the examination

Denials or revocations of certification may be appealed to the ISA Certification Board.

III. APPLYING FOR YOUR EXAMINATION

Examination Eligibility Requirement:

The ISA Certification Board requires a candidate for the Municipal Specialist designation to be an ISA Certified Arborist and have a minimum of three additional years of documented and verifiable work experience in a position managing the establishment and maintenance of urban trees. Acceptable experiences will include those for which the practical use of knowledge involved in communication skills, public relations, administration, risk management, arboricultural practices, and policy planning in a municipal setting. Examples of experience sources include but are not limited to the following:

- city/municipal arborist
- city/municipal forester
- tree warden
- urban forester
- urban forestry specialist
- park superintendent
- municipal/urban forestry consultant

By submitting an application, the candidate authorizes ISA's certification staff to contact the practical experience reference named on the application to substantiate the candidate's eligibility.

The ISA certification program does not discriminate in determining eligibility on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Test Dates and Application Deadlines

Municipal Specialist certification exams may be taken in conjunction with ISA certification exams and at ISA chapter meetings and educational seminars. For more information on locations and dates of certification exams in a particular area, contact the local ISA chapter office or ISA's Certification Department. ISA's Web site (www.isa-arbor.com) also contains a list of locations and dates. Exam dates can also be found in industry publications such as *Arborist News*, *Arbor Age*, *TCI*, and *City Trees*.

Applications and proper payment must be received in the ISA office no later than **TWELVE WORKING DAYS** before a scheduled exam. No exceptions.

Special Accommodations for Candidates with Disabilities

All test sites are accessible to all examinees. However, some individuals with disabilities may need special accommodations, such as extra time or assistance with writing or reading. Oral exams are available by request. Candidates requiring such arrangements should contact ISA **prior to the deadline date** for instructions on how to register. These arrangements, if approved by the certification staff, will be provided at no additional charge.

IV. AFTER APPLYING FOR THE EXAMINATION

After an application is received in the ISA office, the candidate will receive a confirmation letter and a form with the date and time of the exam, directions to the exam site, and the name of the exam contact person.

If there is a problem with the application, the candidate will be contacted by ISA's certification staff to correct the problem.

Payment is required at time of application submittal. **Candidates will not be allowed to sit for the exam if payment is not received by deadline date.**

Rescheduling Exams

If circumstances change after a candidate has applied for the examination, he or she must request **in writing** to have the exam rescheduled. If the request does not reach ISA headquarters **before** the deadline date, the candidate will be considered a no-show. If the scheduled date was to be a free retake, it will be forfeited. To reschedule, send a written request to the ISA Certification Department **before the twelve-working-day deadline**.

Refunds

ISA does not provide refunds for certification exam fees, nor do we permit the transfer of exam fees to other individuals.

V. AT THE TESTING SITE

Admission for Testing

To be admitted for testing, the candidate must arrive at the testing site on time and have his or her identity confirmed by presentation of a valid photo ID. The best ID is a government-issued photo ID such as a driver's license with photo, military photo ID, or a passport.

Testing Site Rules

- Candidates should report to the testing site no later than 30 minutes before the examination starting time. The exact reporting time, date, and location of the examination will be enclosed in the confirmation packet. Candidates must be on time; the administration will begin promptly.
- Candidates should dress appropriately. While every attempt is made to provide a comfortable testing temperature, heating or cooling may sometimes not function properly.
- Candidates should bring several sharpened number-2 pencils with erasers.
- Use of a calculator during the examination is neither prohibited nor required. However, only silent, nonprinting, battery- or solar-powered calculators will be allowed. Sharing of calculators is not permitted. All calculations on the exam can be completed without the use of a calculator. Calculators with alphabetic characters will not be permitted.
- Books, papers, or other reference material must be placed on the floor or at the back of the room.
- Scratch paper will be provided on the back of the exam evaluation form. **CANDIDATES MUST NOT WRITE ON THE TEST BOOKLET.**
- No food or beverages may be taken into the testing room.
- No smoking will be allowed in the testing room.
- A candidate who has a question during the exam may raise his or her hand, and the proctor will try to assist.
- Visitors are not allowed in the testing room.
- Candidates will be permitted to take restroom breaks on an individual basis.
- If a candidate is caught looking at another individual's answer sheet or talking during the examination, scores may be invalidated or exam materials confiscated.
- It is of utmost importance that all candidates carefully follow all directions and regulations. Candidates should listen carefully to all instructions given by the proctor and follow the directions completely.
- Beepers, cellular phones, or transistor radios will not be permitted in the examination room.

VI. AFTER THE EXAMINATION

Failure to Sit for the Examination

If a candidate does not sit for the examination, he or she will receive the original application back with a letter from ISA's Certification Department explaining how to sign up for another exam. When the exam is rescheduled, the candidate will be charged a \$65 retake fee.

How the Exam Is Scored

Answer sheets are electronically scanned and scored, and the data are stored on computer files from which score reports are generated. The Certification Department understands the importance of the test results and uses many quality-control procedures, both computer and manual, during and after the scoring process to ensure the accuracy of score reports.

Individual Score Report

An individual score report will be mailed approximately four to six weeks after the test date. It will give the overall test score as well as each of the domain scores in percentages. The candidate will also receive a congratulatory letter if he or she has passed the exam. Candidates should remember that because each domain is weighted, the overall score is not the arithmetic average of the domain scores.

Examination Results

Test scores are strictly confidential. Therefore, results cannot be obtained over the phone, by fax, or via e-mail.

Candidates with questions concerning their test results should direct them in writing to the ISA Certification Department. Because of the need to maintain test security, test booklets cannot be made available for review of the questions and answers, and the Certification Department does **not** provide a list of questions that were answered incorrectly or correctly by the candidate. The only information available regarding performance on the test is provided on the individual score report.

Notification of Certification

Upon successful completion of the exam, the certification staff will send, along with the score report, a congratulatory letter, CEU attendance forms, a press release for the candidate's local paper, a certificate, a hard-hat decal, an advertising logo sheet, and a sew-on patch.

Re-Examination

If a candidate does not pass the exam, he or she will receive the score sheet, a letter explaining the retake process, and a retake application. The exam may be retaken one time at no charge. If the candidate fails to show up at the retake exam, he or she forfeits the free retake. There will then be a \$65 fee, per retake, up to one year. After one year, the candidate will be required to pay the full amount. Candidates **must** file the retake form to be scheduled for the next exam.

Recertification

The ISA Certified Arborist/Municipal Specialist designation expires concurrently with the ISA Certified Arborist designation. To retain certification after each three-year period, Certified Arborists/Municipal Specialists must recertify. The ISA certification program offers two methods of recertification. The first method is to retake and repass the exam. The second method is to accumulate a total of 42 continuing education units (CEUs) over the three-year period. Thirty (30) of the CEUs are for the Certified Arborist credential, and a minimum of twelve (12) CEUs are for the Municipal Specialist credential. The twelve CEUs must be related to the six domains, with a minimum of three of those CEUs from professional conferences.

CEUs can be obtained by a variety of means. One hour of credit is equal to one hour of seat time at an approved seminar. Seminars can be approved before or after they occur. Other methods include ISA study programs and CEU articles in *Arborist News*.

A more detailed explanation of CEUs is provided with the certification packet. Arborists may call ISA's Certification Department for further clarification.

VII. FEES

If your Certified Arborist certification expires within:	CEUs	Member	Nonmember
<input type="checkbox"/> 25–36 months	12	\$75	\$225
<input type="checkbox"/> 13–24 months	6	\$50	\$150
<input type="checkbox"/> 0–12 months	0	\$30	90
<hr/>			
<input type="checkbox"/> Recertification Fee		\$45	\$135

Optional Membership

☐ ISA

AND

☐ Chapter OR ☐ SMA

To be eligible for the member rate, the applicant must be a member of ISA **and** a member of an ISA chapter **or** the Society of Municipal Arborists. Applicants may also check the box on the application for an optional, one-year membership in ISA and a credit toward chapter membership or SMA membership if they pay the nonmember fee.

VIII. INSTRUCTIONS FOR COMPLETING AND SUBMITTING AN APPLICATION

- 1) Fill in the date of the desired scheduled exam. Provide your Certified Arborist ID number and expiration date.
- 2) Fill in the location of the scheduled exam.
- 3) Print your last name, first name, and your middle initial. Print your company, daytime phone, e-mail address, fax number, street address (indicating if it is your home or work address), city, state/province, country, and zip code.
- 4a) Check yes if you are a member of ISA. If so, provide your ISA member ID number.
- 4b) Check yes if you are a member of a chapter. Be sure to provide the name of the chapter.
- 4c) Check yes if you are a member of SMA.
- 5) Complete the entire Practical Experience section. If this section is not completed correctly, your application will not be accepted.
- 6) You must include the appropriate fees with your application.

Note: MasterCard, Visa, and American Express may be used for payment of application fees and membership dues.

Please be sure that you sign and date the application.

If you have questions about completing the application, please contact the ISA Certification Department at **(217) 355-9411**.

CERTIFIED ARBORIST/MUNICIPAL SPECIALIST APPLICATION

1) Date You Wish to Take the Exam _____ Certified Arborist ID # _____ Exp. Date _____

2) Location _____
CITY STATE (PROVINCE) COUNTRY

3) ☐ Mr. ☐ Ms. ☐ Dr.

Applicant's Name _____
PRINT LAST NAME PRINT FIRST NAME MIDDLE INITIAL

Company _____ Daytime Phone _____

E-mail _____ Fax _____

Street Address _____

City _____ State/Province _____ ZIP Code _____ Country _____

4a) Member of ISA ☐ Yes ☐ No I.D. # _____

4b) Member of ISA Chapter ☐ Yes ☐ No Chapter Name _____

4c) Member of SMA ☐ Yes ☐ No

5) Practical Experience (this information is required for application approval)

Current or Most Recent Employer (Municipality/Company) _____

Your Position _____

Contact Person _____ Phone Number _____

His/Her Title _____

Company Address _____

City _____ State/Province _____ ZIP Code _____ Country _____

Date of Employment _____
FROM: MONTH YEAR TO: MONTH YEAR TOTAL TIME IN YEARS

Responsibilities of Your Position (this information is required for application approval) _____

Previous Employer _____

Your Position _____

Contact Person _____ Phone Number _____

His/Her Title _____

Company Address _____

City _____ State/Province _____ ZIP Code _____ Country _____

Date of Employment _____
FROM: MONTH YEAR TO: MONTH YEAR TOTAL TIME IN YEARS

Responsibilities of Your Position (this information is required for application approval) _____

If there is not enough space to list the required 3 years' experience with your current and previous employers, please attach an additional sheet.

6) FEES

If your Certified Arborist certification expires within:

	CEUs	Member	Non-Member
<input type="checkbox"/> 25-36 months	12	\$75	\$225
<input type="checkbox"/> 13-24 months	6	\$50	\$150
<input type="checkbox"/> 0-12 months	0	\$30	\$90

<input type="checkbox"/> Recertification Fee		\$45	\$135
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Optional Membership

☐ ISA

AND

☐ Chapter OR ☐ SMA

To be eligible for the member rate, you must be a member of ISA and a member of an ISA chapter or the Society of Municipal Arborists. You may also check the box on the application giving you an optional 1-year membership in ISA and a credit toward chapter membership or SMA membership if you pay the non-member fee.

Make check payable in U.S. funds to the International Society of Arboriculture

If paying by ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS:

Card Number _____ Exp. Date _____

Only applications with VISA/MASTERCARD/AMERICAN EXPRESS payment may be faxed.

My employer is paying for my certification exam fees. ☐ yes ☐ no

If yes, my employer has reviewed my application and verifies all information given is correct. ☐

Employer Signature (if applicable) _____

I have completed both sides of the application:

Signature: _____

Mail or fax application **with payment** to:

International Society of Arboriculture
P.O. Box 3129, Champaign, IL 61826-3129
Phone (217) 355-9411, Fax (217) 355-9516

cert@isa-arbor.com

www.isa-arbor.com



MEMBERSHIP APPLICATION

The ISA membership mailing list will be made available to chapter and professional affiliations. Other "green" nonprofits and educational institutions may also request access to this list for a fee. May we include your name on this list? ☐ Yes ☐ No

Dues are for calendar year (January 1 through December 31) and not pro-rated for any portion thereof. Memberships are non-transferable.

W

Name (please print) _____ Title _____
Company _____
Street Address _____
City _____ State/Province _____
Country _____ Postal/Zip Code _____
Daytime Phone _____ Fax _____
E-mail _____

Who is your employer:

Name _____ City _____ State/Province _____

Students: Please complete the three lines below:

Name of School _____

Faculty Advisor Name (please print) _____

Faculty Advisor E-mail _____

Please check this box if you want a printed version of the Membership Directory. ☐

Are you a(n) ...? (Check one)

- | | | |
|---|---|---|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Supervisor of One Crew | <input type="checkbox"/> Municipal/Urban Forester |
| <input type="checkbox"/> Director/VP | <input type="checkbox"/> Tree Worker/Climber | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Division Manager | <input type="checkbox"/> Sales/Marketing Representative | <input type="checkbox"/> Other: _____ |

Signature _____

Member Classification (Check one):

Professional:

Individuals\$105 _____

Sustaining:

Organizations\$500 _____

Student: Full-time student.

Must be signed by faculty advisor\$25 _____

A copy of your student ID and class schedule must accompany this application. Limit to ten years.

Senior:

Retired and 10 years of ISA membership...\$25 _____

Life:

One-time payment for individuals\$1,050 _____

Optional Dues

CHAPTER DUES

(optional; see below)..... _____

PROFESSIONAL AFFILIATION

(optional; see below)..... _____

TOTAL ENCLOSED in US Dollars _____

ISA will forward Chapter and Professional Affiliation dues to the appropriate institutions.

For Credit Card Payment: Complete information below and fax form to (217) 355-9516:

☐ Visa ☐ Mastercard ☐ AMEX Card Number _____ Exp. Date _____

For Checks: Send completed form with your check (U.S. funds drawn on U.S. bank) to: ISA, P.O. Box 3129, Champaign, IL 61821-3129

Regional Chapters (Check all that apply. Enter total on "CHAPTER DUES" line above.) PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Austria\$45 | <input type="checkbox"/> Kentucky\$35 | <input type="checkbox"/> Ohio\$40 | <input type="checkbox"/> Sweden\$78 |
| <input type="checkbox"/> Atlantic.....\$45
<i>(NB, NF, NS, PE-Canada)</i> | <input type="checkbox"/> Michigan\$75 | <input type="checkbox"/> Ontario\$75 | <input type="checkbox"/> Texas*\$40 |
| <input type="checkbox"/> Australia.....\$95 | <input type="checkbox"/> Mid-Atlantic+\$50
<i>(DC, MD, VA, WV)</i> | <input type="checkbox"/> Pacific Northwest+\$50
<i>(AK, BC, ID, OR, WA)</i> | <input type="checkbox"/> United Kingdom\$55 |
| <input type="checkbox"/> Brazil.....\$32 | <input type="checkbox"/> Midwestern\$30
<i>(IA, KS, MO, NE, ND, OK, SD)</i> | <input type="checkbox"/> Pennsylvania-Delaware\$45 | <input type="checkbox"/> Utah\$40 |
| <input type="checkbox"/> Czech Republic\$33 | <input type="checkbox"/> Minnesota\$40 | <input type="checkbox"/> Prairie\$75
<i>(AB, MB, SK-Canada)</i> | <input type="checkbox"/> Western+\$40
<i>(AZ, CA, HI, NV)</i> |
| <input type="checkbox"/> Denmark\$81 | <input type="checkbox"/> New England\$35
<i>(CT, ME, MA, NH, RI, VT)</i> | <input type="checkbox"/> Quebec.....\$110 | <input type="checkbox"/> Wisconsin\$40 |
| <input type="checkbox"/> Dutch\$50 | <input type="checkbox"/> New Jersey\$35 | <input type="checkbox"/> Rocky Mountain\$50
<i>(CO, MT, NM, WY)</i> | +Add \$10 for Chapter-only memberships. |
| <input type="checkbox"/> Florida\$30 | <input type="checkbox"/> New York.....\$65 | <input type="checkbox"/> Southern\$30
<i>(AL, AR, GA, LA, MS, NC, PR, SC, TN, VI)</i> | Non-US Chapter dues are quoted in
approximate US Dollars. |
| <input type="checkbox"/> Germany\$85 | <input type="checkbox"/> New Zealand\$78 | <input type="checkbox"/> Spain.....\$85 | |
| <input type="checkbox"/> Illinois\$45 | <input type="checkbox"/> Norway\$56 | | |
| <input type="checkbox"/> Indiana.....\$40 | | | |
| <input type="checkbox"/> Italy.....\$81 | | | |

Professional Affiliations

(Check all that apply. Enter total on "PROFESSIONAL AFFILIATION" line above.)

☐ Utility Arborist Association \$25 ☐ Society of Commercial Arboriculture \$35 ☐ Arboricultural Research and Education Academy \$25

Society of Municipal Arborists (Check all that apply from below.)

☐ Professional \$75 ☐ Corporate \$140 (Additional Corp \$25 ea.) ☐ Library \$60 ☐ Senior \$40 ☐ Student \$40

Fax completed form to 217-355-9516. FOR MORE INFORMATION www.isa-arbor.com or 217-355-9411

CERTIFICATION AGREEMENT

For and in consideration of the appropriate fees and the mutual covenants contained herein, the International Society of Arboriculture (ISA) agrees that the undersigned applicant, upon receiving written notice of successful completion of the ISA Certified Arborist/Municipal Specialist examination, shall become certified under the ISA professional certification program as described in the ISA Certified Arborist/Municipal Specialist booklet attached hereto and made a part hereof, and applicant agrees that he or she has reviewed and understands the provisions of the program and further agrees to adhere to all the terms and provisions of this agreement and the program procedures.

The applicant and ISA further agree that certification under this program is for an initial term of three years and may be renewed for additional terms upon: (1) accumulation of required continuing educational units, (2) payment of applicable recertification fees as provided in the program, and (3) execution of such recertification agreements, and the fulfillment of such other requirements as may from time to time be required by ISA under the program.

Applicant understands that the ISA professional certification program is completely separate from ISA membership and all other ISA programs and that certification under this program does not create in the certified party any ISA membership rights or any rights in any other ISA program including, but not limited to, the rights to use any other ISA mark. The applicant also agrees that he or she will immediately cease any use of any ISA certification mark or other reference to the ISA professional certification program upon notice from ISA that his or her rights have been revoked or suspended.

Applicant understands and agrees that the certification will be personal to the applicant and may not be transferred or assigned to any other individual or entity. Applicant agrees that use of the certification and related marks by an employer must be in accordance with ISA certification procedures and guidelines.

Applicant agrees to indemnify and hold harmless ISA, its directors, officers, staff, certification program board of directors, agents, and employers from and against all claims, damages, and losses and expenses, including reasonable attorneys' fees, arising out of applicant's participation in the ISA professional certification program and use of the ISA certification emblem or other reference to the ISA professional certification program.

Applicant's

Signature _____ Date _____